

Saint Genevieve School

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Student-Parent Handbook

The Student-Parent Handbook contains certain policies and procedures for Saint Genevieve School. The school may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the Principal.

Students and parents must accept and abide by the school's policies and procedures in order for the student to attend Saint Genevieve School and remain at Saint Genevieve School.

Saint Genevieve School Mission Statement

Saint Genevieve School empowers its students to succeed and thrive in an ever-changing world. SGS provides a rigorous and relevant education rooted in the Catholic faith and manifested in meaningful relationships with the school family and the global community.

Table of Contents

Saint Genevieve School Mission Statement	1
Absences and Excuses	3
After School Programs	4
Books and Their Care	4
Bullying Policy	4
Calendar.....	6
Class Parties and Celebrations	6
Communications.....	6
Daily Schedule	7
Damage or Personal Injury.....	7
Disciplinary Action: Demerit, Detention, Suspension, Dismissal.....	7
Dress Code/Personal Appearance	9
Field Trips.....	10
Fire Drills, Shelter in Place Drills, Internal/External Lockdowns	11
Health and Emergency Services.....	11
Homework.....	13
Liturgical Schedule.....	13
Lost and Found	14
Parent-Teacher Conferences	14
Report Cards	14
Restaurant	15
Snow Days and Emergency Closings	15
State and Federally Funded Services/Programs	15
Telephone Calls	15
Transportation.....	16
Transfers.....	17
Tuition.....	17
Visitors.....	17
Volunteer Policy.....	18
Addendum	18
Acceptable Use Policy For Technology	19
Archdiocese of Philadelphia Student Internet Access Contract	23
A Note to the School.....	24
Student-Parent Handbook Contract	25

Absences and Excuses

A student who is absent from school must have his/her parent/guardian CALL THE SCHOOL OFFICE EACH DAY OF ABSENCE BETWEEN 7:30 AM AND 8:30 AM.

Upon returning to school after absence each pupil must bring an absent note signed by the parent or guardian. The note must state the reason for the absence, the dates of the absence. The note must be submitted to the homeroom teacher. (A phone call to the office does not take the place of an absent note.)

A doctor's certificate is required before re-admission to school for the following: a student has been absent because of illness more than three consecutive days, a student has a communicable disease.

The school administrator may temporarily exclude pupils from school attendance who show symptoms of any communicable disease.

A parent should request class and homework assignments if a student will be absent more than two days due to illness. All assignments will be available for pickup in the main office. Vacations are discouraged during the school year. No make-up work will be given prior to an extended absence. If possible, please send a note prior to an anticipated absence. See appendix for absent note form.

Lateness

Safety is a prime concern. The school building will be secured after the 7:45 AM bell. A student who arrives late must report to the office with a parent/guardian for a late slip. The administration will understand if an extraordinary circumstance arises.

Appointments During School Hours (medical or dental)

APPOINTMENTS FOR MEDICAL OR DENTAL SERVICES DURING THE SCHOOL DAY ARE DISCOURAGED BY ADMINISTRATION AND FACULTY. A written note from a parent or appointment card from a doctor will be honored as an excused absence. A student leaving school for an appointment will meet the parent or guardian in the School Office. If possible, families should check the school holiday schedule to make appointments. [Table of Contents](#)

After School Programs

After school programs (clubs, etc.) will be established throughout the school year and must be approved by the principal.

C.A.R.E.S. (Children Are Receiving Extended Services)

C.A.R.E.S. is open from 2:45 PM until 5:45 PM each school day. The extension program provides professional care, supervision, recreation, and homework assistance. It serves working families who desire both a parochial school education and a supplementary day care in a Catholic environment for children enrolled at school. (All school policies and procedures apply to the C.A.R.E.S. Program.)

[Table of Contents](#)

Books and Their Care

Students and parents are responsible for all books issued to the student, i.e., textbooks, workbooks, and library books.

All books must be covered by the end of the first full week of school. Students are also expected to have all school supplies by this same date. Students' workbooks and copybooks must reflect pride in their work. Writing, doodling, and stray marks are not permitted on any school property or items used in school such as textbooks, workbooks, copybooks, assignment books, pencil cases, and schoolbags.

All students must use a schoolbag. No books may be carried to or from school without the use of a schoolbag. All lost and damaged books must be paid for in full (i.e., textbooks, workbooks, library books.)

[Table of Contents](#)

Bullying Policy

Bullying/Harassment Prevention

Purpose

Saint Genevieve School recognizes the importance of having students feel safe, respected, and comfortable when at school, and in transition to and from school. It is important that we maintain a school environment in which bullying, in any form, is not tolerated. It is the policy of Saint Genevieve School to fully support the guidelines prohibiting harassment/bullying, which consists of verbal, written, cyber, graphic or physical conduct relating to an individual in any way when such conduct:

- is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from any educational program
- has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance or learning environment.

Definition

Bullying is defined as intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against another. The victims do not intentionally provoke these negative acts, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim. Bullying may be physical, verbal, cyber, emotional or sexual in nature:

- Physical Bullying - includes, but is not limited to punching, poking, hair pulling, beating, biting, and excessive tickling
- Verbal Bullying - includes, but is not limited to such acts as hurtful name-calling, threatening, teasing, and gossiping
- Cyber Bullying - includes and technological harassment generated during any school educational program
- Emotional Bullying - includes, but is not limited to rejecting, terrorizing, rating/ranking of personal characteristics, manipulating friendships, isolating, ostracizing, and peer pressure
- Sexual Bullying - see Parish Elementary School Policies and Procedures 2000, Appendix D

Procedures

Any student, who feels he or she is being bullied, harassed, or discriminated against, or who is aware of bullying, harassment, or discrimination, should report it immediately to the principal, a teacher, a staff member, or the guidance counselor. An incident report will be filed and the matter investigated promptly.

Any student who is found to have engaged in behavior that is related to bullying, harassment, and/or discrimination will be subject to immediate disciplinary action. Actions may include but are not limited to detention, suspension, and/or expulsion from school.

In determining what disciplinary action to impose, consideration will include the severity of the offense, whether the perpetrator knew or should have known that the conduct

was not permitted; whether one incident or recurrent conduct was involved; and whether there have been prior warnings or prior disciplinary actions for similar conduct. If bullying is found to have occurred, prompt and appropriate disciplinary action will take place. Retaliation for reporting a bullying, harassment, or discrimination incident will not be tolerated. [Table of Contents](#)

Calendar

The school calendar issued by the Archdiocese of Philadelphia, Office of Catholic Education will be observed. A detailed yearly calendar and monthly calendars of events are posted on the school website, www.stgens.com, and on Option C. [Table of Contents](#)

Class Parties and Celebrations

The homeroom parents and teachers are responsible for planning classroom celebrations. All celebrations must have the prior approval of the school principal and are held during MORNING RECESS OR LUNCHTIME. Celebrations are limited to two per year. A meeting with Homeroom Parents will be held to review the policy. [Table of Contents](#)

Communications

School-wide communication will be sent electronically, through Saint Genevieve School website, email, or Option C reporting system. Parents or guardians are to update family information (e.g. changes in name, address, email) through the Option C reporting system. Limited notices will be sent home through the Communication Envelope. Parents are asked to review the material and return the envelope.

If a school-related organization has information to be distributed through the school, the following directives apply:

- Information for electronic dissemination is to be emailed to the administrator in pdf format two days prior to posting.
- Information for the Communication Envelope must be submitted to the School Office by the Monday morning prior to distribution.

[Table of Contents](#)

Daily Schedule

All students, K-3, are required to be in the school yard by 7:45 AM bell. Grades 4-8 are to report directly to their homerooms by the 7:45 AM bell.

Lunch:

11:30 - 12:30 kindergarten (lunch period, recess follows)

11:50 - 12:10 Gr. 1-4 (lunch period, recess follows)

12:10 - 12:30 Gr. 5-8 (lunch period, recess precedes)

Dismissal: 2:35 PM

If there is a change for student transportation on any day, a parent must send a note or email to the teacher by noon of the day of the transportation change to authenticate this change.

When the children are to be dismissed at noon, dates will be listed on the monthly calendar. Bus transportation is provided in accordance with each school district's policy. See appendix for note form.

[Table of Contents](#)

Damage or Personal Injury

Parents are liable for any injuries to persons or damage to places or things caused by their child.

[Table of Contents](#)

Disciplinary Action: Demerit, Detention, Suspension, Dismissal

Demerit/Detention

Grades 1 through 3

Teachers will communicate directly to parents/guardians concerning any non-academic area that needs improvement.

Grades 4 through 8:

A demerit indicates that non-academic progress needs improvement. Demerit slips are of two types: non-academic and uniform violation. Three demerits in each area warrant a detention. Demerit slips are in duplicate form. Areas in need of improvement will be stated. Demerit slips are to be signed and returned the next day.

When a student earns three demerits, a detention is issued. If a detention is to be served, the teacher issuing the detention will indicate the date and time of the detention on the notice. A parent is responsible to pick up the student.

Uniform violation slips will be given to those students, grades 4 through 8, who violate the dress code. Three uniform violations equal one detention. The demerit or detention is to be signed by the parent. The day of detention will be indicated on the detention slip. A parent is responsible to pick up the student.

School discipline is a necessity if a student is to learn.

Students are expected to walk in corridors at the change of class, when going to another classroom or another part of the school building.

- To help respect each class working in the learning environment, an atmosphere of quiet is essential in the corridors.
- Students are expected to be courteous and respectful.
- Gum chewing is not allowed on the school premises.
- Portable devices such as: iPods, iPads, Cell Phones, and other electronic devices should NOT be brought to school unless authorized by the school administration.

It is important that parents withhold judgment on what appears to be a grievance until all the facts are gathered.

- Discuss the problem with the teacher involved first.
- Arrange a conference as soon as possible so that the problem can be quickly solved.
- If necessary, contact the Principal after contacting the teacher.

Suspension and Dismissal from the School

SUSPENSION: A student may be suspended for a serious behavioral problem.

Examples include the following but are not limited to:

- absence without parent knowledge
- stealing
- smoking in the building and on school grounds
- leaving school or classroom without permission
- fighting, physically or verbally
- using profane language and actions
- vandalism or marking school property
- carrying weapons
- carrying or using drugs, including alcoholic beverages
- verbal and non-verbal disrespect for authority
- other

Principal, teacher, parents, and student will sign a written record of suspension. This record will be kept on file in the principal's office until the end of the current academic year.

DISMISSAL: A student may be expelled for one or more serious behavioral problems. Expulsion is imposed at the discretion of the principal. Saint Genevieve School reserves the right to enforce its regulations in a manner best suited to the individual situation and in accordance with Archdiocesan policies and procedures.

[Table of Contents](#)

Dress Code/Personal Appearance

Students at Saint Genevieve School wear uniforms throughout the academic year. Parents are required to label children's clothing and school items. School uniforms may be purchased from Flynn & O'Hara Uniforms at these two locations:

905 Dutton Rd.
Philadelphia, PA 19154 215-637-5600

901 N. Bethlehem Pike
Springhouse, PA 19477
215-793-9436

Fall/Spring Uniform

Kindergarten: Gym Clothes

Grades 1-4

Boys

Navy twill pants or shorts

Light blue golf shirt w/logo (short sleeve)

Navy V-neck sweater or vest w/logo
(optional)

Black/Brown oxford tie shoe, dark socks

Boys in grades 3 -4 must wear a belt.

Black/Brown tie shoe

Kindergarten: Gym Clothes

Grades 1-4

Girls

Navy twill shorts

Light blue golf shirt w/logo

Navy cardigan sweater w/logo (optional)

Navy, green socks.

Black/brown oxford tie shoe

Grades 5-8

Boys

Navy twill pants or shorts

Light blue golf shirt w/logo

Navy/green V-neck sweater w/logo

Black/Brown oxford tie shoe, dark socks

Belt

Grades 5-8

Girls

Plaid kilt or shorts

Light blue golf shirt w/logo

Navy/green V-neck sweater w/logo
(optional)

Navy, green socks

Black/brown oxford tie shoe

Fall/Spring Physical Education Uniform:

Ash (gray) cotton gym shirt, blue mesh gym shorts (Flynn and O'Hara), white socks, sneakers.

Winter Uniform

Kindergarten: Gym Clothes

Grades 1-4

Boys

Blue golf shirt/logo

Navy V-neck sweater or vest/logo

Navy pleated twill pants, black/brown oxford tie shoe, dark socks Boys in grades 3-4 must wear a belt.

Grades 5-8

Boys

Blue button down oxford shirt

Green V-neck sweater w/logo

Navy/red/green/tan striped tie

Navy pleated twill pants, black/brown oxford tie shoe, dark socks, boys in grades 5-8 must wear a belt.

Kindergarten: Gym Clothes

Grades 1-4

Girls

Plaid belted tunic jumper

Blue button down collar blouse

Navy crew neck cardigan/logo

Navy or green knee-hi socks or tights

Black/brown oxford tie shoe

Grades 5-8

Girls

Plaid skirt

Blue button down collar blouse

Green V-neck sweater/logo

Navy or green knee-hi socks or tights

Black/brown oxford tie shoe

Winter Physical Education Uniform:

Ash (gray) cotton gym shirt, navy sweatshirt and navy sweatpants (SGS), white socks, sneakers.

Additional Dress Code/Personal Appearance Requirements

- Only clear nail polish is permitted.
 - Make-up is not permitted.
 - Only small post earrings are permitted, no dangles or hoops.
 - Hair length, color, etc. is to be appropriate for an elementary boy and girl student.
 - Jewelry is to be kept to a minimum and must be appropriate with the uniform.
- Your support of the dress code is appreciated!

[Table of Contents](#)

Field Trips

Field trips are scheduled throughout the year. FIELD TRIPS ARE PRIVILEGES, NOT RIGHTS. A student can be denied participation if the student fails to meet academic or behavioral requirements. The teacher and/or principal can make this decision. Parents of children participating in school-sponsored field trips are required by diocesan policy to sign a permission form. A child who does not bring the signed permission form to school will not be permitted to go on the trip. Verbal permission or a note will not be accepted as a substitute for the signed school permission slip. If the child chooses not to participate in the field trip, he/she is still required to attend school. [Table of Contents](#)

Fire Drills, Shelter in Place Drills, Internal/External Lockdowns

Fire drills, Shelter in Place drills, and Internal and External Lockdown drills are conducted at regular intervals throughout the school year. Drills help to ensure that every student will be familiar with the emergency signals and respond appropriately without confusion or delay.

[Table of Contents](#)

Health and Emergency Services

Accidents

An emergency card is sent home at the beginning of each school year. This card must be filled out completely at the start of each school year and kept up-to-date. It is vital that the information on the emergency card be accurate. The information on the card is used to contact parents in the event of an emergency or a student's illness during school hours.

No sick or injured student will be released from school without notifying the family. If the family is unavailable, we will attempt to contact the emergency parties supplied on the emergency cards. The designated person will pick up the child at the main office.

In minor accidents, authorized school personnel will give first aid. If the administration is unable to contact the parents or the alternate emergency contacts, the school will seek the care needed. Parents will be responsible for any expenses incurred. If an emergency exists, the student will be taken to the hospital by ambulance or by car, and efforts to contact a parent will continue.

Health Services

The School Health Program is intended to assist in the identification and correction of physical defects and in the control of communicable diseases.

The State Health Law requires the following:

- A health screening is conducted yearly. At this time, each child is weighed, measured, and has vision checked.
- Hearing is tested in grades K, 1, 2, 3 and 7. A report is sent home if any medical attention is required. The report is to be returned after the child has received care.
- A scoliosis assessment is provided for students of grades 6 and 7. –
- A dental examination is requested in grades K, 1, 3 and 7 and any new students entering the school.

Parents unable to afford medical or dental care should contact the school nurse who will make a referral to the appropriate community agencies. It is the responsibility of the school nurse to check the following:

- Children with possible strep infections, impetigo, ringworm, pink eye, or any conditions, which might spread. Such conditions may require the student be out of the school environment until a doctor signifies returning.
- Children with chicken pox must stay out of school for six days once the disease has been diagnosed.

The school nurse (or trained designee) must screen children with head lice before returning to school. The hair must be free of nits. This can be done by proper treatment and combing.

Medication

No medication shall be given except when all of the following conditions exist:

- The medication is prescribed by a physician and is labeled with the student's name, dosage, and the time the drug is to be given.
- Written permission is given by the parent/guardian requesting Saint Genevieve staff member to comply with the physician's order and releasing the school personnel from any liability.
- All medications are in a container and appropriately labeled by a licensed pharmacist/physician and housed in a locked cabinet.
- When medication, controlled substances and injectable, such as an "epipen", are refilled, a responsible ADULT must deliver it to the nurse, principal, or secretary.

Students with HIV/AIDS or related diseases

Students who are HIV-infected or have AIDS or other related diseases and desire to attend an Archdiocesan elementary school will not be denied admission to or be discriminated against solely because of their medical condition. However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co/extra-curricular). This will be done on a case-by-case basis by the principal in consultation with the student's attending physician, if it is determined that a student presents a substantial risk to himself/herself or others. If, for reasons of health or safety, a student can no longer continue to attend classes, the principal and parents will determine arrangements for alternative instruction. The school follows the "Standard Precautions to Prevent the Spread of Infectious Disease" to reduce the risk for employees, students and visitors.

Child Abuse and Neglect

It is the policy of Saint Genevieve School, as well as all of the Catholic schools in the Archdiocese of Philadelphia, to take responsible action to prevent and reduce incidents of child abuse and neglect. Saint Genevieve School will cooperate with the Pennsylvania Child Protective Services (PCPS) and law enforcement officials. [Table of Contents](#)

Homework

Each teacher sets up his/her program for home assignments. Written assignments are only one part of homework responsibility. Children are expected to spend time every evening in study, review, reading, and enrichment. If there is a problem about homework, please contact the teacher involved.

Parents are responsible to provide for their children:

- a good study atmosphere
- a definite time for homework each day
- a check of the homework to ascertain the quality of work submitted to his/her teacher

According to the Archdiocesan Guidelines, the following time allotments are suggested for homework:

Gr. 1-2:	30 min.
Gr. 3-4:	40 min.
Gr. 5-6:	45-60 min.
Gr. 7-8:	60-80 min.

All students in grades 3 through 8 will have an Assignment Book in which homework is recorded daily. Parents are asked to review this book weekly in order to monitor the student's progress.

[Table of Contents](#)

Liturgical Schedule

The student body will celebrate a school-wide Liturgy or para-liturgical service each month. (Check monthly calendar). Parents/guardians are invited to celebrate with us.

[Table of Contents](#)

Lost and Found

There is a container kept in the school office area for "found" articles. A student who has lost an item may inquire at the office before school, after school, or at lunchtime. Unclaimed items are donated to charity. [Table of Contents](#)

Parent-Teacher Conferences

Parent-Teacher Conferences are of vital importance in order to keep the avenues of communication open between home and school.

Formal conferences are scheduled. Please consult calendar for specifics.

A conference may be initiated any time it is deemed necessary by either the parent or the teacher. Either party should communicate the request for a conference by note, phone call to the School Office, or email. A mutually acceptable date will be set. Conferences will be held by appointment only. Be assured that each faculty member is happy to meet with parents (not when passing through or helping at school) if the acceptable scheduling process is followed.

At the end of each parent-teacher conference, a written summary of the conference will be shared with all members present. Parent and teacher signatures are required on the conference form. [Table of Contents](#)

Report Cards

Report Cards are issued in accordance with the schedule set up by the Office of Catholic Education (Gr. K-8). Criteria for report card grading includes, but is not limited to, class participation, portfolio samples, teacher observations, and assessments both formative and summative.

Computer generated report cards are issued to inform parents of their child's progress. It is an estimation of the student's performance in school. Parents should study this report carefully and pay close attention to those areas that are in need of improvement. It is the parents' responsibility to encourage their child to learn.

Final Report Cards may not be issued if tuition matters are unresolved.
[Table of Contents](#)

Restaurant

Proper manners, inside voice tones and observance of restaurant rules are expected in SGS' Restaurant. Placemats, napkins, and utensils (spoons, forks) are essential. When the student demonstrates repeated disregard for rules, the student will be excused from the school restaurant.

[Table of Contents](#)

Snow Days and Emergency Closings

Ordinarily, SGS will follow the same closings as the Springfield School District for snow days. For inclement weather dismissal, information is available via the Option C emergency notification system (telephone call or email), KYW 1060 radio, Channel 6 television, SGS website, and the school answering machine. When developing weather occurs during the school day, a parental decision is respected.

[Table of Contents](#)

State and Federally Funded Services/Programs

Montgomery County Intermediate Unit provides services for psychological testing, short-term counseling, remediation in the areas of reading and math, and corrective speech services.

State Aid Acts provide for:

- Counseling and psychological services and other auxiliary services
- A certain amount of money for the purchase of various instructional materials for the classroom
- A certain amount of money for the purchase of textbooks
- Busing of non-public school children by the school district in which the children reside

[Table of Contents](#)

Telephone Calls

The school asks each child to check his/her needs each morning before leaving for school. This strengthens student responsibility. Children will be permitted to use the phone for EMERGENCY cases only. Cell phones and other electronic devices are not permitted in school.

[Table of Contents](#)

Transportation

BUS: Each student must be assigned and registered through the school district transportation authority in which he/she resides. A code of bus behavior is issued through the school district. Courtesy, good manners, and promptness are required. The school principal and parents are notified through written referral from the school district if a student's behavior is to be modified. Consistent failure to adhere to bus regulations warrants suspension from the use of school transportation.

Information concerning pick-up times and stops is determined and provided by the individual school district.

CARS: (Please keep the flow of traffic moving.)

DROP OFF

- Bethlehem Pike, behind the rectory and drop off children on sidewalk by the church door
- Wissahickon Ave. by the parish hall, drop off children on sidewalk by the school door

PICK UP

- When waiting for your child at dismissal, please park in the MAIN PARKING LOT. When the buses have left the lot, exit by means of the WISSAHICKON AVENUE EXIT.

PARKING

Please do not park in the faculty spaces provided in the lot between the school and parish hall buildings.

If parking for Mass, lunch duty, or all day reasons, use the entrance from Bethlehem Pike behind rectory, not the Wissahickon Avenue entrance. Please park in order of priority:

- 1) area directly in front of rectory
- 2) back part of main parking lot

LUNCHTIME

When entering the schoolyard (11:30-12:30), use ONLY Bethlehem Pike entrance by rectory and park in front of the rectory. (Wissahickon Avenue is off limits for safety reasons.) [Table of Contents](#)

Transfers

When transferring to another school, it is necessary to call the school office for an appointment with the principal.

At the meeting with the principal the following information will be shared:

- reason for transfer
- name and address of school child will be attending
- last date child will attend SGS
- tuition payment responsibilities

A copy of the child's Immunization Record will be given at this time. All educational records will be forwarded upon request provided tuition is paid in full.

[Table of Contents](#)

Tuition

Tuition rates will be published annually prior to re-registration. FACTS Tuition Management billing firm handles all tuition payments.

No report card will be issued at the end of the school year and records to be forwarded to another school will be retained until the school has received the tuition balance due. Eighth grade student tuition payment obligation must be fulfilled to participate in eighth grade activities and graduation. (Deadline: May 15).

[Table of Contents](#)

Visitors

To ensure student safety, all visitors, parents, and school volunteers must use the school office entrance and use the sign-in book to state their reason for visitation (this includes school service, picking up a child for an appointment, or other departures.) However, SGS encourages student responsibility. Parents are asked to refrain from bringing to school "any" forgotten articles. All visits to classrooms will require an appointment. [Table of Contents](#)

Volunteer Policy

Saint Genevieve School adheres to the Safe Environment Requirements for volunteer at a School. ALL paperwork must be completed (and updated where necessary) to be of service during the school year. The requirements include:

1. PA State Police Criminal Record Check (to be renewed every 5 years!) To obtain immediate results: <https://epatch.state.pa.us/Home.jsp>
2. PA Department of Public Welfare, Child Abuse Clearance Check (To be renewed every 5 years.)
<http://www.dpw.state.pa.us/Resources/Documents/Pdf/FillinForms/DPWchildabuse.pdf3>
3. Safe Environment Training - Attendance at Safe Environment Training is expected within 90 days of beginning service to children. (Sessions are held at various locations and times. Check with the school office or school website for further details.) <https://virtusonline.org/virtus/reg-list2.cfm?theme=0>
4. Omnibus School Code Act 2011-24...Arrest/Conviction Report and Certification Form. Please print out form, complete and submit to SGS.
www.Omnibus PCCBackground Checks-PDEAct 2011-24 form. The school office has copies of this form.

Thank you for your attention to this important request for child safety and protection.

[Table of Contents](#)

Addendum

Asbestos Notification

The Saint Genevieve School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is located in the main office. The Maintenance Engineer is the school's asbestos program manager. All inquiries regarding the plan should be directed to him.

Policy Changes: Additions or Amendments

Saint Genevieve School reserves the right at any time to amend or add to the policies, rules, and regulations, contained in this handbook, and to make such changes applicable to current and new students when the situation dictates.

[Table of Contents](#)

ARCHDIOCESE OF PHILADELPHIA

222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299
Telephone: 215-587-3710 • Fax: 215-587-5644

OFFICE OF CATHOLIC EDUCATION
Director of Technology K-12

Acceptable Use Policy For Technology

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

Technology is a valuable and real world educational tool. **All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response** to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein. N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

GOAL

The school's goal is to prepare its members for life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning
- Encourage critical thinking, communication, collaboration and problem solving skills
- Facilitate evaluation and synthesis of information
- Encourage ethical practices and provide education for internet safety and digital citizenship
- Provide a variety of technology based tools and related technology skills

Revised June 2012

RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In The Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways.

We embrace the following conditions or facets of being a digital citizen.

- **Respect One's self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people
- **Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Appropriate Use: School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, **except for educational purposes** under teacher supervision.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

Communications: Electronic and/or Digital communications with students should be conducted for **educationally appropriate purposes** and employ only **school** sanctioned means of communication. The **school** sanctioned communications methods include:

- Teacher school web page, email, and/or phone number
- Teacher created, educationally focused networking sites

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or

administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Electronic and Mobile Devices, Cellphones: Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

Examples of Unacceptable Uses - Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

Revised June 2012

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, Youtube and Myspace.

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

'Friending' of current students by teachers is forbidden on a **teacher's personal social networking site**. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Policy

Violations

Violation of the above rules will be dealt with by the administration of the school.

Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

[Table of Contents](#)

Revised June 2012
**ACCEPTABLE USE
 POLICY FOR
 TECHNOLOGY**

Catholic Schools of the Archdiocese of Philadelphia
Archdiocese of Philadelphia Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and (school name)

_____.
 My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*.

Student Name/ID _____
 Student Signature _____ Date _____
 ____/____/_____
 Graduation Year _____
 Room Number (if Elementary) _____
 Grade _____

Parent or Guardian: We ask that you review this policy with your child and sign below:

Student Access Contract

I hereby release _____ (school name) and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia* for _____ (school name). I hereby give my permission for my child to use the Internet and will not hold

_____ (school name) or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____ Date
_____/_____/_____

Revised June 2012

A Note to the School

Teacher/Office: _____

Student Name: _____

Parent/Guardian Signature: _____

Date: _____

Subject/Reason: _____

☐ Lateness: Reason _____

☐ Absence

Student is returning to school after an absence of _____ days

Reason _____

☐ Transportation Change _____

☐ Student will be picked up by

_____ at _____ AM/PM

☐ Student will be going home with

address _____

☐ Student will be going to CARES

☐ Other

Saint Genevieve School
Parent-Student Handbook

Student-Parent Handbook Contract

I have read and hereby agree to accept and abide by the policies and procedures as stated in this handbook.

_____, _____
(Student name) (Grade)

_____, _____
(Student name) (Grade)

_____, _____
(Student name) (Grade)

(Parent/Guardian Signature) _____

(Date) _____

(Each family must return the form to a student's homeroom teacher by the end of the first full week of school.)

